

California Energy Commission



Classification: Accounting Technician

Tenure: Permanent

Time Base: Full-Time

Location: Sacramento

Salary: \$2,638 – \$3,209

Final Filing Date: Until Filled

Duties/Responsibilities:

Under the direct supervision of the Accounting Administrator I (Sup), the incumbent is responsible for the receipt, deposit, and input to CALSTARS of all incoming funds; the processing of all Revolving Fund and cash receipt transactions; the collection of advances; distribution of warrants; and the processing of miscellaneous invoices.

Desirable Experience/Qualifications:

- Knowledge of state accounting procedures.
- Excellent interpersonal skills and the ability to communicate effectively with staff.
- Working knowledge of Microsoft Word and Excel.
- Outstanding attendance, punctuality, and dependability.

Who May Apply: Please indicate **RPA #212-515** and **basis of eligibility** (i.e.; transfer, employment list, reinstatement/re-employment, or SROA/Surplus eligibility). Applications will be screened for experience and only the most qualified will be contacted for an interview. Duty statement available upon request.

If you would like confirmation that your application has been received, **please mail certified/return receipt.**

APPOINTMENT IS SUBJECT TO THE PROVISIONS OF THE SROA PROCESS: SROA/SURPLUS/ REEMPLOYMENT CANDIDATES ARE ENCOURAGED TO APPLY; SURPLUS EMPLOYEES MUST ATTACH A COPY OF THEIR SURPLUS STATUS LETTER.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Debbie Powers/RPA #212-515
CA Energy Commission/Personnel Office
1516 9th Street, MS-3
Sacramento, CA 95814
(916) 654-4305

(Position # 212-1741-014)

ok/af

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922**